

NAVSTA NORVA INSTRUCTION 5560.1

Subj: NAVY EXCHANGE LONG-TERM PARKING LOT

Ref: (a) Navy Exchange Parking Lot Facility Agreement
(b) NAVSTANORVAINST 1710.53

1. Purpose. To provide rules and regulations governing the operation of the Navy Exchange Long-Term Parking (NEX LTP) lot.

2. Background. The NEX LTP lot was established to provide a place for authorized patrons to store their vehicle in a safe and secure environment during deployments, overseas assignments, or for short periods of time.

3. Mission. The Navy Exchange will provide secure parking and various other services to the vehicles, as requested by the owner, at the time of storage. The rates for these services will be posted in the LTP Office.

4. Responsibilities. Under the direction of the General Manager and Operations Manager of Navy Exchange, Naval Station Norfolk, the Automotive Service Manager is responsible for the daily operation of the LTP facility. Responsibilities include:

- a. Posting the hours of operation.
- b. Operating the facility as scheduled.
- c. Posting the prices and services offered as approved by the General Manager.
- d. Completing a LTP contract and receiving a deposit at time of vehicle check-in, per reference (a).
- e. Verifying proof of ownership of any vehicle to be stored during the check-in process.
- f. Completing requested maintenance on a customer's vehicle before the customer arrives.

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g. Releasing the vehicle to the registered owner after payment in full of all fees and associated costs due.

h. Processing an abandoned vehicle in accordance with reference (b).

5. Effective Date. This instruction becomes effective the date it is signed.

J. F. BOUCHARD

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List 1A, 2A